

Your time is valuable, don't spend it trying to figure out where to begin, let the AOS Time Matters® experts teach you in our one hour Time Matters Webinar sessions.

Join AOS for Time Matters Lunch and Learns (No Travel Required)

- WHAT:** Time Matters Webinars presented by Automated Office Solutions, Inc.
- WHERE:** From the comforts of your own desk at your own computer, travel away from your desk is not required. Eat lunch at your desk and learn at the same time!
- WHEN:** See Scheduled Webinar Sessions section below.
- LENGTH:** Each Webinar Session is one hour in length and conveniently scheduled from 12:00pm - 1:00pm EST. Presently, November and December dates are scheduled.
- COST:** \$45 per attendee per Webinar Session. Please note that if multiple individuals from the same company will be attending the Webinar, the cost is **\$45 per individual attending each Webinar session.**

**WEBINAR
CONNECTION
REQUIREMENTS:**

Computer with the following:

Internet Explorer® 6.0 or newer, Mozilla® Firefox® 2.0 or newer
(JavaScript™ and Java™ enabled)

Windows® 2000, XP, 2003 Server or Vista

Cable modem, DSL, or better Internet connection

Minimum of Pentium® class 1GHz CPU with 512 MB of RAM
(recommended) (2GB of RAM for Windows® Vista)

Telephone for audio portion of Webinar

- REGISTER:** Print the Registration Form on the Automated Office Solutions, Inc. website at www.automatedofficesolutions.com. Click on Training to go to the Online Training information page.

Please note that "seats" are limited. Registration confirmation is on a first come first serve basis.

SCHEDULED WEBINAR SESSIONS

Webinar 1 - Printing Labels and Envelopes, Mail Merges, and Formattable Clipboards

Wednesday, March 4, 2009, 12:00pm - 1:00pm EST

Learn how to use the Time Matters Contact List to print labels and envelopes directly from Time Matters. Use the Time Matters Mail Merge function to produce Fax Cover Sheets and standard form letters using Time Matters Contacts. Find out about the power and infinite uses of the Time Matters Formattable Clipboard.

Webinar 2 - Organize Your Day with Calendar Views, Journals, Alerts, Reminders & Watches

Thursday, March 12, 2009, 12:00pm - 1:00pm EST

Learn how to better organize your day by using the Time Matters time and day management tools. Discover the usefulness of Alerts, Reminders and Watches, Quick Alarms, Personal, Contact and Matter Journals and much more!

Webinar 3 - Organize your Data with Custom List Views, QuickTabs, Toolbars, Advanced Searches

Tuesday, March 17, 2009, 12:00pm - 1:00pm EST

This Webinar will teach you how to modify your List views on both the main lists and the sub-lists within a record, create QuickTabs, edit the Main Toolbar and Form Toolbars perform Custom and Advanced Searches, and quickly send information to Excel for printing and other analysis needs and requirements.

Webinar 4 - Utilize the power features of Time Matters Chains, Triggers, AutoTXT, AutoEntry Forms and Form Styles

Thursday, February 26, 2009, 12:00pm - 1:00pm EST

Tuesday, March 24, 2009, 12:00pm - 1:00pm EST

Do you feel like you're only using a small percentage of the Time Matters program? This Webinar will introduce some of the most asked about features of the program, Chains, Triggers, AutoEntry Forms, AutoTXT Codes and Form Styles.

REGISTER NOW, SEATS ARE LIMITED!

Webinar Attendee Feedback

"Very informative and helpful."

"Your webinar was great. I look forward to the next three."